



CITY OF SAN ANTONIO

DEPARTMENT OF DEVELOPMENT SERVICES

TO: San Antonio Development Services Department Associates

SUBJECT: **INFORMATION BULLETIN 103b**
Plan Review Submittal (**Foundation Checklist**)

DATE: January 31, 2006

This checklist contains the standard information required on submittals for commercial construction projects. For additional information, please contact Development Services Department, 1901 S. Alamo St., San Antonio, Texas 78204, (210) 207-1111.

The following Checklist is furnished for the purpose of expediting the City's review of plans and specifications submitted for building permits issued by Development Services Department (DSD) www.sanantonio.gov/dsd. **Use of this Checklist is mandatory.** The Checklist is designed to assist you in preparing your project for plan review; mark "REQ" when an item is required and included in your submittal; mark "N/A" when the item is not applicable to your project. Please use the "Location on plans" box to indicate where the required information may be found in the project documents. This will help to expedite review of your submittal. **It is required that you mark either the "REQ" or "N/A" box for every item in the Checklist.** Every project will not involve every City Department or plan submittal listed. Consider the Checklist to provide direction based upon the type of project submitted for review. Although not a complete list, the checklist represents a fairly comprehensive list of all the items that may be required for approval during the plans review process, prior to permit issuance. The owner, the owner's design professionals and contractors are responsible for compliance with the requirements of the various adopted Codes and Ordinances of the City of San Antonio, Texas.

The design professional shall be an architect or engineer legally registered under the laws of this state regulating architecture and engineering and shall affix their official seal to said drawings, specifications, and accompanying data, for the following:

1. All group A (Assembly) - Theaters, restaurants, bars, churches, Stadiums, etc.
2. All group E (Educational) - Day cares, grades 1st - 12th, religious educational rooms, etc.
3. All group I (Institutional) - Care facilities, assisted living facilities, social rehabilitation facilities, etc.
4. Buildings and structures three stories or more high.
5. Buildings and structures 5,000 square feet or more in area.

GENERAL REQUIREMENTS

- REQ ☐ N/A ☐ A complete application for building permit.
http://www.sanantonio.gov/dsd/pdf/form_comercialBuildingPermitApplication.pdf
- REQ ☐ N/A ☐ An address issued by the City of San Antonio (210-207-6956)
www.sanantonio.gov/dsd/gis.asp
- REQ ☐ N/A ☐ Two copies of a recorded plat that matches the site plan(s) (may be obtained from Bexar County Courthouse 100 Dolorosa; #108; San Antonio, Texas, 78205. Tel. 210-335-2216 - Fax 210-335-2197 www.countyclerk.bexar.landata.com
Or a copy of the proposed plat with Plat ID No. (A building permit will not be issued until the plat is recorded. A plat deferral, once approved, will allow for a conditional building permit to be issued).
- REQ ☐ N/A ☐ Texas Department of Licensing and Regulation AB# (Architectural/ Barriers No. is required if valuation exceeds \$50,000.00) [Architectual Barriers Form](http://www.license.state.tx.us)
www.license.state.tx.us
Texas Department of Licensing and Regulation
P.O.Box 12157
Austin, Texas 78711
(512) 463-6599
- REQ ☐ N/A ☐ Proof of compliance with Special Inspections Guidelines of the City (Requirements of Chapter 17 of the 2003 International Building Code).
http://www.sanantonio.gov/dsd/pdf/news_SIinstruct0905.pdf
http://www.sanantonio.gov/dsd/pdf/news_SIIlist.pdf
http://www.sanantonio.gov/dsd/pdf/news_SIreportletter.pdf
http://www.sanantonio.gov/dsd/pdf/news_SInoncomply.pdf
http://www.sanantonio.gov/dsd/pdf/news_SIRDPiRC.pdf
Location on plans:
- REQ ☐ N/A ☐ Alcohol Sales Affidavit/Sexually Oriented Business Affidavit
[Adult Entertainment Establishment Affidavit](#)
[Alcohol Affidavit of Fact](#)
- REQ ☐ N/A ☐ Two copies of any approved Code Modification Requests (CMR), if design is based on an approved CMR (Refer to section 104.10 and 104.11, 2003 IBC). Also, indication of the approval of any encroachment of the project into the public-right-of-way.
- REQ ☐ N/A ☐ Preliminary Plan Review Meeting(s), If Held: Minutes when approved by the City of San Antonio. Meeting minutes shall include AP Number(s), date(s), attendance sheet(s) and City approved meeting minutes.
- REQ ☐ N/A ☐ Traffic Impact Analysis (TIA) Worksheet or TIA Study
http://www.sanantonio.gov/dsd/pdf/form_trafficImpactAnalysis.pdf

- | | | | | |
|-----|-----------------------|-----|-----------------------|--|
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Regional Storm Water Management Participation Form (RSWMPF) with original signature Regional Storm Water Management Participation Form |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Two identical sets of construction documents; i.e., plans, specification books, project manuals, etc. (Refer to Sections 106.1 and 106.1.1 of the 2003 International Building Code). |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Title Sheet with the Project Title, a Location Map, and a list of applicable codes. Analysis that includes occupancy group(s), proposed occupant load, construction type, proposed fire protection system (fire sprinkler, fire alarm, fire standpipe, gaseous suppressions), etc.
Location on plans: |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Index Sheet of all drawings (with the dated of latest issuance/revision and sealed by Design Professional in Responsible (RDPRC) where required by state law or local ordinance).
Location on plans: |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Plan Review Fee http://epay.sanantonio.gov/planfeecalculator/ |

ARCHITECTURAL

The City of San Antonio is currently reviewing plans under the 2003 International Building Code and the city has adopted amendments to the 2003 International Building Code. Those may be obtained at http://www.sanantonio.gov/dsd/pdf/bldg_2003IBCAmendments.pdf

- REQ ☐ N/A ☐ A spreadsheet (City specified format) for multi building applications for one site.
[Multiple Application Spreadsheet](#)
NOTE: Each building being constructed, enlarged, altered, moved, etc. per 2003 IBC section 101.2 must be separately represented on the form and the form must be complete
- REQ ☐ N/A ☐ Floor Plan(s)
Location on plans:

AVIATION

The Aviation Department will conduct a review for projects located inside the Military Airport Overlays (MAOZ-1, MAOZ-2) and other Airport Overlay. The Aviation Department is located at 9800 Airport Boulevard, San Antonio, Texas 78216. For more information contact the Aviation Department at 210-207-3511 or www.sanantonio.gov/airport

REQ ☐ N/A ☐ [Aviation approval form](#)

DRAINAGE

- | | | | | |
|-----|-----------------------|-----|-----------------------|---|
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | A Site Grading Plan showing all existing and proposed contours of the property.
Location on plans: |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Two copies of the Drainage Report required if increase in impervious cover is greater than 4,300 sq. ft. |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Detention Calculations RSWMPF
Detention Basin
Location on plans: |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Existing or proposed storm drainage system (indicate routing of all utilities to the point of connection to public facilities).
Location on plans: |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Boundaries of 100-year FEMA Regulatory Floodplain.
Location on plans: |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Location of the public right-of-ways adjacent to the property.
Location on plans: |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Location of all drainage easements.
Location on plans: |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Energy Grade Line (EGL) and Hydraulic Grade Line (HGL) (Public Improvements Only) (Refer to July 2005 UDC Section 35-504 (i)(1)).
Location on plans: |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Water Surface Elevation for 5, 25, and 100 yr. events for all outfall structures RSWMPF
Location on plans: |

ELECTRICAL

The City of San Antonio is currently reviewing plans under the 2002 National Electrical Code NFPA 70 and the adopted amendments to the 2002 National Electrical Code NFPA, the 2000 International Energy Conservation Code and the City Code Chapter 10. Those may be obtained at

http://www.sanantonio.gov/dsd/pdf/elec_ch100505.pdf (The amendments refer to Sections 10-93 and 10-94).

http://www.sanantonio.gov/dsd/pdf/elec_NoticeNec2003.pdf

Location on plans:

REQ ☐ N/A ☐ Acknowledging....

REQ ☐ N/A ☐ Location of...

FIRE

The City of San Antonio is currently reviewing plans under the 2003 International Fire Code and the adopted amendments to the 2003 International Fire Code. Those may be obtained at http://www.sanantonio.gov/dsd/pdf/bfc_2003InternationalFireCode.pdf

REQ ☐ N/A ☐ Fire Protection Site Plan (label as such). The Fire Protection Site Plan shall be drawn to scale (no less than 1:60) and shall show and include information listed in COSA Amendments to the 2003 IFC Section 501.3.1.
http://www.sanantonio.gov/dsd/pdf/bfc_2003InternationalFireCode.pdf

FLOODPLAIN

Location on Plans:

Storm Water Engineering Division will conduct a review for projects located inside the floodplain. Floodplain information may be obtained from Public Works Storm Water Engineering Division, 114 W. Commerce, San Antonio, Texas 78201, (210) 207-8052.

www.sanantonio.gov/publicworks/stormwater/stormwaterengineering.asp You will be required to obtain a Floodplain Development Permit before the issuance of a building permit, if any of your project is located inside the floodplain.

REQ ☐ N/A ☐ Floodplain Development Permit (Refer to checklist found in the Unified Development Code (UDC) Appendix F. www.sanantonio.gov/dsd/udc.asp)

REQ ☐ N/A ☐ Lowest Floor elevation and Certification. (IBC Section 109.3.3 and Section 1612.5)
Location on plans:

HEALTH

- REQ ☐ N/A ☐ Utensil Washing Sink: All food establishments in which food is prepared (including coffee or beverages) or in which multi-service kitchen utensils are used shall have a minimum three-compartment sink with two integral drainboards, on each side. The sink compartments and drainboards shall be large enough to accommodate the largest utensil used.
Location on plans:
- REQ ☐ N/A ☐ Liquor service or tavern sinks: A separate handsink is required. An approved glass washing machine with a rinse sink may be substitute for the compartment sink.
Location on plans:
- REQ ☐ N/A ☐ Lavatories and Handwashing sinks: Handwashing facilities shall be provided within or adjacent to toilet rooms and shall be equipped with an adequate supply of hot and cold running water delivered under pressure through a mixing valve. An adequate number of handwashing cleanser and single-use sanitary towels, or hot-air blowers, shall be provided in wall-mounted dispensers at all handwashing facilities. Handwashing facilities shall be provided within each food preparation area, waitress station, and warewashing areas.
Location on plans:
- REQ ☐ N/A ☐ Janitorial Sink (Mop Sink): A room, area, or cabinet shall be provided for the storage of cleaning equipment and supplies, such as mops, buckets, brooms, cleaners and waxes and shall be equipped with at least one of the following, to be used for general cleaning purposes and for the disposal of mop bucket wastes and other liquid wastes:
1. A one-compartment, non-porous janitorial sink/mop sink (stainless steel, porcelain or fiberglass), or
 2. A slab, basin, or floor constructed of concrete or equivalent material, cubed and sloped to a drain. Such facilities shall be connected to approved sewerage, and provided with hot and cold running water, and protected with a backflow device.
- Location on plans:
- REQ ☐ N/A ☐ Dumpster Enclosure: If an enclosure for trash cans and /or dumpster is to be utilized as a cleaning facility, it must be provided with hot and cold water. It must be curbed and sloped to drain into a sanitary sewer through a grease trap.
Location on plans:

LANDSCAPE

REQ ☐ N/A ☐ Are buffers required? Check abutting zoning, if different than project refer to 35-510 (c), table 510-1 to determine which buffer is required. If a corner lot, check zone against adjoining street classification. Buffer required if street classification is a collector or larger. 35-510 (a)

REQ ☐ N/A ☐ Zoning classifications of abutting properties.

MECHANICAL

The City of San Antonio is currently reviewing plans under the 2003 Uniform Mechanical Code and the adopted amendments to the 2003 Uniform Mechanical Code. Those may be obtained at http://www.sanantonio.gov/dsd/pdf/mech_2003UMCAmendments.pdf

REQ ☐ N/A ☐ Water Conservation Ordinance (100322) www.saws.org and [Water Conservation Ordinance](#)
Contact: Karen Guz or Dana Nichols at 210-233-3671

PLANNING

The Planning Department will conduct a review for projects that are located in any of the overlay districts listed below. The Planning Department is located on the Second Floor at DBSC, 1901 S. Alamo, San Antonio, Texas 78204. For more information contact the Planning Department at 210-207-7873.

www.sanantonio.gov/planning

To determine your zoning designation, refer to this web page:

<http://maps.sanantonio.gov/website/Zoning/viewer.asp>

Overlay Districts: Contact:

Historic Districts (H, HE, HS) Brian Chandler, Kay Hindes or Larry Gutierrez

River Improvement Overlay Districts

(RIO-1, RIO-2, RIO-3, RIO-4, RIO-5, RIO-6)

Viewshed Protection (VP-1)

Neighborhood Conservation Districts Chris Garcia, Agdel Rivera or Christine Vina

(NCD-1, NCD-2, NCD-3, NCD-4, NCD-5)

Corridor Districts (GC-1, GC-2, IH-1) Joe G. Mendoza, Zenon (Zeke) Solis or Christine Vina

REQ ☐ N/A ☐ All projects must receive a Certificate of Compliance before a building permit is issued.

PLUMBING

The City of San Antonio is currently reviewing plans under the 2003 Uniform Plumbing Code and the adopted amendments to the 2003 Uniform Plumbing Code. Those may be obtained at http://www.sanantonio.gov/dsd/pdf/plumb_2003UPCAmendments.pdf

Location on Plans:

- | | | | | |
|-----|-----------------------|-----|-----------------------|--|
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Building Drain System: Show the under-floor system of the drain waste and soil piping, indicating pipe sizes and slope. Provide riser diagram for multiple fixtures. |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Building Utilities: Show the sanitary building sewer, storm sewer system, water service, gas service and all connections to the public utilities.
Location on plans: |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Materials: Indicate all piping materials.
Location on plans: |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Water System: Provide known water pressure and supply pipe sizes and calculations of water system, water heater data, and hot water system and accessories (expansion tank, vacuum relief, safety devices, etc.), backflow prevention requirements, pressure reducing valves, etc.
Location on plans: |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Special Requirements: Show all required appurtenances, such as grease interceptors, sump pumps, sewage ejectors, sample ports, backflow preventers, backflow valves, and special fixtures. Provide appropriate calculations. |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Gas Piping System Diagram: Provide schematic diagram of gas piping system Including system operating pressure. Developed lengths, gas outlets with stated demand in CFH.
Location on plans: |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Water Conservation Ordinance (100322) www.saws.org and Water Conservation Ordinance
Contact: Karen Guz or Dana Nichols at 210-233-3671 |

SAN ANTONIO WATER SYSTEM (SAWS)

The San Antonio Water System will conduct a review for projects located inside the Edwards Recharge Zone (ERZD). Contact SAWS at 210-233-3519 for more information.

www.saws.org and www.tceq.state.tx.us

REQ ☐ N/A ☐ Texas Commission on Environmental Quality (TCEQ) approval letter.

REQ ☐ N/A ☐ Water Conservation Ordinance (100322) www.saws.org and [Water Conservation Ordinance](#)

Contact: Karen Guz or Dana Nichols at 210-233-3671

SITE PLAN

- REQ ☐ N/A ☐ Legal description of the property (matching latest recorded plat representation of the land).
Location on plans:
- REQ ☐ N/A ☐ Address (city issued)
Location on plans:
- REQ ☐ N/A ☐ North arrow indicated on plan
Location on plans:
- REQ ☐ N/A ☐ Bearings of all property lines.
Location on plans:
- REQ ☐ N/A ☐ Location of all recorded easement(s) on the property.
Location on plans:
- REQ ☐ N/A ☐ Location of the public right-of-way adjacent to the property.
Location on plans:
- REQ ☐ N/A ☐ Dimensions for all existing and proposed sidewalks, driveways, approaches, paved area retaining walls, streets, curbs, and gutters; (Refer to July 2005 UDC, Section 35-506(d) (9) Substandard Existing Streets). www.sanantonio.gov/dsd/udc.asp
Location on plans:
- REQ ☐ N/A ☐ Fence details (include complete description of materials, location and appearance); (Refer to July 2005 UDC, Section 35-514). www.sanantonio.gov/dsd/udc.asp
Location on plans:
- REQ ☐ N/A ☐ Layout and design of the parking areas, including spaces for the disabled. Refer to Traffic/SW Summary Table (Web Link)
<http://www.license.state.tx.us/ab/tas/abtas4a.htm>
Location on plans:

STRUCTURAL

- REQ ☐

N/A ☐

Foundation Plan(s)
Location on plans:
- REQ ☐

N/A ☐

Miscellaneous Site Structures; e.g., detention basins, retaining walls, fences, etc.
Location on plans:

TREE PRESERVATION

The applicant shall submit (if option 2 or 4) a site plan which includes three (3) sets of tree preservation plans, a survey showing the location of all significant, heritage, or mitigation trees, including clusters, an inventory with calculations, and tree protection notes. 35-B123(a)

[UDC Appendix B](#)

- REQ ☐ N/A ☐ Tree affidavit: check appropriate box (Do not check box under 1997 unless you have a valid vested rights permit number)
[Tree Affidavit Form](#)
A1 No protected trees on site, no plan needed
A2 Has protected trees but none are to be removed, requires site plan showing trees with tree protection notes.
A3 exempt, requires VRP# and verification, ONLY USED IF EXEMPT PRIOR TO 1997
A4 requires site plan showing protected trees, tree protection notes, inventory showing disposition and preservation percentages, process for inspection or permit.
NOTE: All the above require site inspection with the exception being A3.
- REQ ☐ N/A ☐ 3 sets of Tree Preservation Plans if option 2 or 4
- REQ ☐ N/A ☐ Project name, street address, legal description, date, scale, north arrow and the names, addresses and telephone numbers of both the property owner and the person preparing on plan.
- REQ ☐ N/A ☐ Vicinity map, location of lot lines, and dimensions of the building site and the street yard.
- REQ ☐ N/A ☐ Approximate centerlines of existing watercourses and the location of the 100-year floodplain; approximate location of significant drainage features.
- REQ ☐ N/A ☐ Existing and proposed elevations.
- REQ ☐ N/A ☐ The location and width of existing and proposed streets and alleys, utility easements, driveways, and sidewalks on or adjacent to the lot.
- REQ ☐ N/A ☐ Location and number of each existing protected tree or a count of Significant trees under 6" dbh.
- REQ ☐ N/A ☐ Location of any existing or proposed trees for mitigation.
- REQ ☐ N/A ☐ Staging areas for revised ordinance.

Tree Inventory

- REQ ☐ N/A ☐ List of each numbered tree, tree species, diameter at breast height (dbh), and disposition. (see example below)
- REQ ☐ N/A ☐ Calculations of **Protected Trees, showing percent of preservation as required in 35-523, Significant** tree is defined as a tree six (6) inches or greater dbh for all large tree species except for the following species where a significant small tree means a tree with two (2) inches or greater DBH: Persimmon, Redbud, Mountain Laurel, Condalia, Possum Haw (in floodplain only), Crabapple (in floodplain only); **Heritage** tree is defined as a tree of twenty-four (24) inches or greater DBH for all tree species except for the above mentioned species where a Heritage tree is a tree with eight (8) inches or greater DBH
- REQ ☐ N/A ☐ Mitigation calculations and information if required.

Tree Protection Notes

- REQ ☐ N/A ☐ Tree protection notes, details and specifications, plus any approved alternative construction methods specifications and details.
http://www.sanantonio.gov/dsd/pdf/tree_treelandscapeprotectup.pdf

I hereby certify that I am the owner's Registered Design Professional in Responsible Charge (RDPiRC), or, in the absence of the RDPiRC, the designated alternate from the same company or the project owner; and that I have reviewed the attached submittal documents for compatibility with design of the project.

Certified by: _____ Date: _____

Print Name: _____ Telephone #: _____

Company: _____